

## **DELAWARE COUNCIL ON REAL ESTATE APPRAISERS**

### **INSTRUCTIONS FOR RECIPROCITY APPLICATION FOR REAL PROPERTY APPRAISER**

If you currently hold an active real estate appraiser license in another state, you can apply for a Delaware real estate appraiser license through reciprocity.

1. Complete the Reciprocity Application for Real Property Appraiser.
2. Submit a letter of good standing from each state in which you are or have ever been licensed or certified.
3. The pro-rated processing fee that must be submitted with the application form is non-refundable. Make check or money order payable to "State of Delaware." See Fee Schedule available at <http://www.dpr.delaware.gov/boards/realestateappraisers/fees.shtml>.
4. There is a Federal Registry fee due prior to the issuance of a license. If your license is approved between November 1st of odd years and October 31st of even years, the fee is \$50.00. If your license is approved between November 1<sup>st</sup> of even years and October 31<sup>st</sup> of odd years, the fee is \$25.00. This fee is in addition to the processing fee. Make check or money order payable to the "State of Delaware."

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STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

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**DELAWARE COUNCIL ON REAL ESTATE APPRAISERS**

**RECIPROCITY APPLICATION**

Please check one of the following:

- \_\_\_\_ Certified General Real Property Appraiser  
\_\_\_\_ Certified Residential Real Property Appraiser  
\_\_\_\_ Licensed Real Property Appraiser

1. Name: \_\_\_\_\_  
First Middle Last

2. Current Residence: \_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City State Zip Code

3. Name and Address of Business: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City State Zip Code

4. Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

5. Social Security Number: \_\_\_\_\_

**Answer Yes or No to each of the following questions:**

6. Are you currently licensed or have you ever been licensed or certified as a real estate appraiser in any state? Yes \_\_\_\_\_ No \_\_\_\_\_

**If the answer to this question is yes, you must attach a letter of good standing from each state in which you are or have ever been licensed or certified.**

Please list each state in which you have ever held a license. \_\_\_\_\_

\_\_\_\_\_

7. Have you ever been denied an appraiser license or certificate; had an appraiser license or certificate or professional license of any type suspended, revoked, or surrendered; or been issued a letter of reprimand in Delaware or elsewhere? Yes \_\_\_\_\_ No \_\_\_\_\_  
**If the answer to any of these questions is yes, you must provide a copy of the licensing agency's order and a complete explanation.**
8. Have you ever been convicted of or entered a plea of guilty or *nolo contendere* (no contest) to any felony, misdemeanor or any other criminal offense in any jurisdiction? Yes \_\_\_\_\_ No \_\_\_\_\_ **If yes, submit a certified copy of your criminal history record.**

**The Council office must receive items submitted for the Council to consider at its meeting no later than two full business days before the meeting. In order to be considered at a Council meeting, license applications must be complete two full business days before the meeting. A complete application is one that includes all required documentation and correct payment.**

**Applications that are not complete within six (6) months of filing may be considered abandoned and discarded. The Council office will attempt to notify you before disposing of an abandoned application.**

**Please note: When your application is complete, please allow 4-6 weeks to receive your license.**

I, the applicant, being duly sworn according to law, depose and say that the answers above set forth are true to the best of my knowledge and belief and that the application is made for the purpose of inducing the issuance of the license requested.

I hereby confirm that I have read and agree to abide by all appraiser laws and rules in the State of Delaware and agree to cooperate with any investigation initiated by the Council on Real Estate Appraisers including providing relevant documents and personally appearing before the Council and/or its investigators.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn and subscribed to before me at \_\_\_\_\_ this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

SEAL

\_\_\_\_\_  
Signature of Notary Public

My Commission Expires: \_\_\_\_\_